



# TOWN OF WALLINGFORD

## Open Competitive Examination

Human Resources Department  
Wallingford Town Hall  
Room 301  
45 South Main Street  
Wallingford, Connecticut 06492  
Telephone (203) 294-2080  
Fax (203) 294-2084

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### **HUMAN RESOURCES ASSISTANT**

**\$23.68- \$28.36** (Hourly)

(Wages Currently Under Negotiation)

**General Statement of Duties:** This is responsible clerical work requiring a high degree of accuracy and confidentiality in the performance of a wide range of human resources support activities. Performs office receptionist duties by greeting the public and providing information either in-person or over the telephone. Performs varied and responsible clerical tasks, including typing, filing, and maintaining personnel, pension and other files. Calculates pension benefit estimates for the supervisor's review and assists in the timely and accurate processing of pension and payroll information. Prepares correspondence related to retirements and prepares a variety of pension reports. Performs accounts payable functions as assigned. Performs computer data entry work and maintains the Human Resources Information Systems (H.R.I.S.) databases pertaining to employees, applicants and retirees.

**Examples of Duties** Assists with the day-to-day operation of the Department functions and duties. Provides clerical and administrative support to the Department staff. Schedules meetings, makes appointments, answers telephone, drafts and types correspondence. Assists in the collection and tabulation of equal employment information and prepare reports as required. Maintains and updates information in the Town's Human Resources Information Systems database. Assists in the conduct of new hire orientation and exit interviews with employees and prepares statistical information for management's review. Processes documentation and prepares reports relating to human resources activities such as recruitment, selection, training, grievances, collective bargaining, benefits, retirement, etc. May participate in contract negotiations taking accurate and detailed notes to record the proceedings. Responds to employee requests regarding human resources issues, policies, rules and regulations, and general inquiries. May assist in the coordination of the details of written, oral and other examinations. Performs related work as assigned.

**Supervision Received:** Works under the direction of the Human Resources Director or Assistant Human Resources Director.

**Required Knowledge, Skills, and Abilities:** Good knowledge of office clerical work. Good skill to make accurate arithmetical calculations. Good skill in maintaining records and files and preparing reports. Good skill in the use of contemporary information technology systems including hardware and software as they relate to a human resources office setting, including, but not limited to, Microsoft Office software (Word, Excel, Access, etc.). Some knowledge of the operation of a municipal Human Resources Office and record keeping requirements. Considerable ability to communicate clearly and concisely in written and oral form. Considerable ability to understand and interpret complex written or oral instructions and to analyze situations and use good judgment in the solutions of problems. Considerable ability to deal effectively with customers, the public and others. Good ability to type with accuracy and reasonable speed.

**Qualifications:** Graduation from high school, or equivalent and three (3) years' experience in office work of a responsible nature with some experience performing human resources related work. A combination of experience and training may substitute on a year-for-year basis.

**Fringe Benefits:** Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

**Application Forms:** May be obtained at the Human Resources Department, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Human Resources Department or may be downloaded from the Department of Human Resources Web Page.

**Examination:** Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

**Closing Date:** The closing date will be December 9, 2022.

**THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER**